



# Development Review Board

## Application Checklist

Project Name: \_\_\_\_\_ COS Project Number: \_\_\_\_\_ - PA - \_\_\_\_\_

Please note that not all information listed on the checklist will be required; those items most typically required are identified with a checkmark. **Schedule a meeting with your project coordinator before submitting your application.** At your pre-application meeting, your project coordinator will identify which items are required for submittal. For more information, or to schedule your submittal meeting, call Current Planning at 480-312-7000.

### PART I -- GENERAL REQUIREMENTS

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application List <i>(this form)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee -- \$ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application Form <i>(form provided)</i>
<input type="checkbox"/>	<input type="checkbox"/>	3a. Copy Of Liquor License Application (For All Bars / Restaurants)
<input type="checkbox"/>	<input type="checkbox"/>	4. Letter Of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Project Narrative <i>(form provided)</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Current Title Insurance Policy or Commitment for Title Insurance <ul style="list-style-type: none"><li>8-1/2" x 11" -1 copy</li><li>Not older than 30 days</li><li>Must show current owner</li><li>Include Schedule A and Schedule B</li></ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Legal Description <ul style="list-style-type: none"><li>8-1/2" x 11" -1 copy</li></ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Provide A Combined Context Aerial And Context Site Plan: <ul style="list-style-type: none"><li>Full size -1 copy</li><li>8-1/2" x 11" – 1 copy</li></ul> <p><b>Aerial Shall Not Be More Than 1 Year Old And Shall Include And Overlay Of The Site Plan</b> showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 1 mile</p> <p>_____ other: _____</p>

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**General Requirements (continued)**

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)
- Label surrounding zoning and land uses, in white letters
- Streets including sidewalks, and any surrounding driveways or intersections
- Bike paths and trails
- Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

- ☒ ☐ **9. Existing Conditions Photo Exhibit And Index Of Photos For Inclusion In DRB Packets**
- Color copies are required (Printed digital photos are OK).
  - Photos must be numbered; you may place up to four (4) photos per page
  - Page size must be 8-1/2" x 11"
  - Provide **12** sets of collated photos with index graphic at time of submittal
  - An index graphic showing the required photo locations and numbers must be attached as the 1st page of the photo exhibit on each of the 12 sets
  - Show all existing buildings on site
  - We will not accept photos mounted on cardboard, foamboard, particleboard, posterboard, or other materials.
  - **1 or 2** photos of the existing condition of the site and representative photos of the architecture

- ☒ ☐ **10. Location Map:** Provide a map, drawn to scale, showing the location of the site in relation to arterial & intersecting streets and indicating the zoning of the site and adjacent properties.
- 8-1/2" x 11" -1 copy

- ☒ ☐ **11. Abbreviated Water & Sewer Need Report** (Provided with Water Resources Non-Residential Development Fee Packet.)

- ☒ ☐ **12. Policy Or Appeals Of Required Dedications And/Or Exactions** (see attached document): This document must be signed and dated by the property owner

- ☐ ☐ **13. Design Guidelines** (provided to applicant)

- ☐ ☐ **14. Archaeological Resources** (information sheets provided):
- Certificate of No Effect / Approval Application Form (provided)
  - Archaeology Survey and Report -2 copies
  - Archaeology 'Records Check' Report Only -2 copies
  - Copies of Previous Archeological Research -1 copy

- ☐ ☐ **15. Historic Property:** (existing or potential historic property)
- Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

- ☐ ☐ **16. Completed Airport Communication Form** -Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

- ☒ ☐ **17. Neighborhood Involvement** (see provided packet for requirements)

- ☐ ☐ **18. Purchase Agreement "In Lieu Parking Credits"** (form provided) completed form to be submitted prior to DRB hearing

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**PART II -- REQUIRED PLANS & RELATED DATA**

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>1. Site Plan:</b> See attached Site Plan Submittal Requirements list <ul style="list-style-type: none"> <li>• 24" x 36" -14 copies</li> <li>• 11" x 17" -1 copy</li> <li>• Digital -1 copy (See Digital Submittal Plan Requirements)</li> <li>• 8-1/2" x 11" -1 Copy</li> </ul>                                     |
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>2. Project Data Sheet</b> (form provided)   |
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>3. Site Plan Worksheet</b> including calculations (sample attached) <ul style="list-style-type: none"> <li>• 24" x 36" -1 copy</li> <li>• Digital -1 copy (See Digital Submittal Plan Requirements)</li> </ul>  |
| <input type="checkbox"/> <input type="checkbox"/>            | <b>4. Site Cross Sections:</b> Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager): <ul style="list-style-type: none"> <li>• 24" x 36" -1 copy</li> <li>• 11" x 17" -1 copy</li> <li>• 8-1/2" x 11" -1 Copy</li> </ul> |
| <input type="checkbox"/> <input type="checkbox"/>            | <b>5. Phasing Plans</b> showing the proposed infrastructures and access to each phase of the development. <ul style="list-style-type: none"> <li>• 24" x 36" -1 copy</li> <li>• 11" x 17" -1 copy</li> <li>• 8-1/2" x 11" -1 Copy</li> </ul>   |
| <input type="checkbox"/> <input type="checkbox"/>            | <b>6. Typical Lot Layout</b> for all lot types - i.e. corner, interior, flag, pie, etc.: <ul style="list-style-type: none"> <li>• 8 1/2" x 11" -1 copy (quality suitable for reproduction)</li> </ul>  |
| <input type="checkbox"/> <input type="checkbox"/>            | <b>7. Preliminary Art Plan &amp; Schematic Design</b> showing location, type and scale of artwork (Required of Downtown Planned Block Developments)  |

**PART III -- ARCHITECTURAL PLANS & RELATED REQUIREMENTS**

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>1. Elevations:</b> Show all sides of all building(s) and indicate building heights & label all materials and colors on plans. <ul style="list-style-type: none"> <li>• 24" x 36" -1 unmounted color copy (photo quality paper is not allowed)</li> <li>• 11" x 17" -1 COLOR copy</li> <li>• Digital -1 copy (See Digital Submittal Plan Requirements)</li> <li>• 8-1/2" x 11" -1 Copy</li> </ul> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>2. Streetscape Elevation(s):</b> Include landscaping and site walls <ul style="list-style-type: none"> <li>• 24" x 36" -1 Copy</li> <li>• Unmounted Color copy 11" x 17" -1 copy</li> <li>• 8-1/2" x 11" -1 Copy</li> </ul>  |
| <input checked="" type="checkbox"/> <input type="checkbox"/> | <b>3. Perspective Drawing:</b> <ul style="list-style-type: none"> <li>• 24" x 36" -1 Unmounted Color copy</li> <li>• 11" x 17" -1 Color Copy</li> <li>• 8-1/2" x 11" -1 Color Copy</li> </ul>   |

**NOTE:** Applicants may bring additional mounted copies to presentations if desired.

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## DRB Application Checklist

- ☒ ☐ **4. Floor Plans:**
- 24" x 36" -1 copy
  - 11" x 17" -1 copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)
  - 8-1/2" x 11" -1 Copy

- ☒ ☐ **5. Floor Plan Worksheet:** (including calculations)
- 24" x 36" -1 copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)

- ☐ ☐ **6. Wall Details & Entry Feature:**
- 24" x 36" -1 copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 Copy

- ☐ ☐ **7. Corporate Image Features**

- ☐ ☐ **8. Sign Details:**
- 24" x 36" -1 copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 Copy

### PART IV – LIGHTING PLAN

- ☐ ☐ **1. Lighting Details:**
- 24" x 36" -1 copy

- ☐ ☐ **2. Photometric Analysis** with horizontal foot candle diagram
- 24" x 36" -1 copy

- ☐ ☐ **3. Lighting Site Plan**, include landscape lighting, building lighting and all other lighting
- 24" x 36" -1 copy

- ☐ ☐ **4. Manufacturer Cut Sheets Of All Proposed Lighting Shall Be Submitted On Full Size 24" x 36" Sheets**

- ☐ ☐ **5. OTHER:** \_\_\_\_\_

### PART V -- ENGINEERING REPORTS & RELATED REQUIREMENTS

- ☒ ☐ **1. Results Of Alta Survey:**
- 24" x 36" -1 copy no older than 30 days, may submit with boundary survey

- ☐ ☐ **2. Topography Map:** (include 2'-0" minimum contours except where slopes exceed 15%)
- 24" x 36" -1 copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 Copy

- ☐ ☐ **3. Drainage Report:** See Sec. 4.700 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
- 8-1/2" x 11" -2 copies of the Drainage Report including full size plans/maps in pockets
  - Digital -1 copy (See Digital Submittal Plan Requirements)
- Current Planning will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

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### NOTICE - DRAINAGE REQUIREMENTS

Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.

**SECTION 404 PERMITS.** Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

**NPDES.** A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM Guidelines).

**SPECIAL INSPECTIONS AND CERTIFICATION.** Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists required by the Project Quality/Compliance Div.

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>4. Traffic Impact Study:</b> <ul style="list-style-type: none"> <li>• 3 copies</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>5. Parking Study:</b> <ul style="list-style-type: none"> <li>• 2 copies (required for reduction of ordinance requirements)</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>6. Trip Generation Comparison:</b> <ul style="list-style-type: none"> <li>• 2 copies</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>7. Parking Master Plan:</b> <ul style="list-style-type: none"> <li>• 2 copies (required for reduction of ordinance requirements)</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>8. Cross Section Detail:</b> (no vertical exaggeration) <ul style="list-style-type: none"> <li>• 24" x 36" -1 copy</li> <li>• 11" x 17" -1 copy</li> <li>• 8-1/2" x 11" -2 copies (quality suitable for reproduction)</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>9. Water Study</b> (basis of design report) <ul style="list-style-type: none"> <li>• To be submitted for distribution to Water Resources</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>10. Waste Water Study</b> (basis of design report) <ul style="list-style-type: none"> <li>• To be submitted for distribution to Water Resources</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>11. Letter Of Approval For Fountains Or Water Features</b> from the Water Conservation Office -<br>Contact Karen Warner at 480-312-5659  |

### PART VI -- ENVIRONMENTAL & LANDSCAPING DATA REQUIREMENTS

**\*\*\* Note: Each Item Indicated Below Requires The Following Number Of Copies:**

- 24" x 36" -2 copies: 1 Color and 1 Black & White
- 11" x 17" -1 Color Copy
- 8-1/2" x 11" -1 Color Copy

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## DRB Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>1. Conceptual Landscape Plan &amp; Materials List</b> (See Section 10.200.A of the Zoning Ordinance) Landscape plan must include a calculation of the area of: <ul style="list-style-type: none"> <li>landscaping not on the approved low water plants list and</li> <li>turf provided. Also show any water features per City Code requirements Sec. 49-78; Sec 49-79; Sec. 49-79.1; Sec. 49-80; Sec. 49-82; and low water drought tolerant plant list per the Arizona Department of Water Resources.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Native Plant Submittal:</b> Aerial with site plan overlay to show spatial relationships of all protected native plants to the proposed development. Coordinator may request a full or partial Native Plant submittal as specified in See Sec. 7.504 of the Zoning Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Revegetation Site Plan &amp; Techniques</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Topography/Aerial Overlay With Site Plan Superimposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Slope Analysis Superimposed on Topography Map</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Cuts &amp; Fills Site Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Composite Factors Map</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Unstable Slopes/Boulders Rolling Map</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Bedrock &amp; Soils Map</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Natural Area Open Space (NAOS) Analysis Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Vista Corridor Plan</b> (Include Typical Cross Section Details & Concept Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Scenic Corridor Plan</b> (include typical cross section details & concept narrative)

### PART VII -- SAMPLES & MODELS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>1. Exterior Building Color &amp; Material Samples:</b> <ul style="list-style-type: none"> <li>1 sample of each material used, 2-1/2" x 3" maximum size, mounted on 8-1/2" x 11" <b>or</b> 11" x 17" board. Clearly label each sample for: Color (i.e. Frazee #5555 Bright Blue) Finish (i.e. Bronze Anodized Aluminum for windows and doors)</li> <li>Glass sample 3" x 3" and identify reflectivity</li> <li>Material (i.e. split face CMU), (Stucco 3" x 3")</li> <li>Layout colors in the proportions to be used on the building/structure</li> <li>Include a photo of the elevations</li> <li>Photo of the material board</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>2. Color Drawdowns:</b> <ul style="list-style-type: none"> <li>Provide 1 5" x 7" minimum color sheet for each color and label with material type and colors (manufacturer, color name &amp; number)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Massing Model:</b> Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Detailed Model:</b> Scale to be specified by Project Coordination Manager
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. OTHER:</b> _____

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**PART VIII – SUBMITTAL REQUIREMENTS AFTER HEARING DATE DETERMINED**

**All documents listed below must be submitted Three (3) Weeks Prior To The Development Review Board Hearing Date**

**\*\*\* NOTE: Each Checked Item Indicated Below Requires The Number Of Copies of 11" x 17"s-Color Copies Stapled In Sets For Inclusion In Packets** A set consists of one of each required 11" x 17"

- 11" X 17" – **12 Color Sets**
- 8-1/2" x 11" -**1 Color Set**
  - ☐ Context aerial and context with superimposed site plan
  - ☐ Site plan
  - ☐ Site cross sections
  - ☐ Phasing plan
  - ☐ Elevations
  - ☐ Streetscape elevations
  - ☐ Perspective drawing
  - ☐ Floor plans
  - ☐ Wall details & entry features
  - ☐ Sign details
  - ☐ Topography map
  - ☐ Any item requested in Part VI

*By signing below, the parties agree that the above documentation has been submitted/received.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Coordinator Signature** *(required prior to submittal)*

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